



CITY OF AUBURN

Department of Planning, Building & Community
Auburn City Hall, 2nd Floor
25 West Main Street
Auburn, WA 98001
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

PRE-APPLICATION CONFERENCE APPLICATION PACKET

PRE-APPLICATION CONFERENCE - INTRODUCTION

When is a Pre-Application Conference Required?

- Applicants for a building permit, rezone, conditional use permit, SEPA review, subdivision, variance, comprehensive plan amendment or other land use action, permit or approval may find it useful to request a pre-application meeting. The meeting provides you with an opportunity to discuss your proposal with City staff prior to making an actual application. The meeting is **optional and voluntary for most City land use applications, but is required for the following:**
 - Multi-family development in the R-10, R-16, R-20 zones subject to the Multi-Family/Mixed Use Design Standards of ACC 18.31.200 (Multi-Family Development & Mixed Use Development Design Standards and Procedures);
 - Mixed use development containing residential living units located within R-10, R-16 and R-20 zones, and all current commercial zones; and,
 - Retirement apartments, congregate living facilities and senior housing complexes located within R-10, R-16 and R-20 zones, and all current commercial zones.

What is the Purpose of a Pre-Application Conference?

- To acquaint City staff with a potential applicant and application;
- To acquaint the potential applicant with the requirements of the City Codes, the Comprehensive Plan, and other relevant criteria and procedures; and
- Provide a potential applicant with an early opportunity to identify potential major issues and discuss the City's review processes to help expedite permit processing and approvals.

Scheduling of a Pre-Application Conference Meeting:

- Pre-Application meetings are typically held on Wednesday mornings at 10:00 a.m. and 11:00 a.m. and are scheduled on a first-come/first-served basis. The City may arrange for a separate meeting, at an alternate day and time for projects that require attention to a limited number of issues or involve fewer Departments than are typically represented.

What does a Pre-Application Conference not do?

- A pre-application conference does not:
 1. Vest an applicant under the existing rules and regulations adopted by the City in effect at the time of the pre-application conference meeting;
 2. Provide an exhaustive review of all potential issues;

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3. Bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference; and,
4. Constitute **an approval** in any manner of a proposal. The pre-application conference is intended to be informational only.

What is the Application Procedure?

1. Submit a complete Pre-Application Conference application form, together with the required the written and plan information identified in the Pre-Application Conference Submittal Checklist form, and the required fee.
2. Pre-application meetings are scheduled through the City of Auburn Permit Center. You will need to submit the requested materials **a minimum nine (9) business days prior to the regularly scheduled meeting**. You will be notified, within two (2) business days of your submittal, of the time and date of your pre-application conference meeting.
3. At the conference you will meet with staff representatives from the City's Planning Division, Building Division, Engineering Division and the Valley Regional Fire Authority who will discuss your proposed project with you.
4. Prior to or during the Pre-Application Conference or shortly thereafter, staff will present you with a pre-application conference meeting summary responding to your proposal and identify applicable Development Code regulations, Comprehensive policies, engineering regulations and key issues, and requirements for special studies and information including but not limited to traffic studies and soil studies. If you bring up additional or new information at the pre-application conference, staff may revise the pre-application conference meeting summary, and mail it to you within 14 days of the meeting date.

Some Key Things to Remember:

As you prepare for the pre-application conference, keep in mind the following key things:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party, may not be aware of at the time of the pre-application conference meeting and does not consider in its review; and,
- You are required to submit the pre-application conference meeting summary provided by City staff as part of your formal land use application.

QUESTIONS? PHONE 253.931.3090 or E-MAIL permitcenter@auburnwa.gov

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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIG: _____

PRE-APPLICATION CONFERENCE APPLICATION

APPLICANT: ☐ Use mailing address for meeting notification.

☐ Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
(Signature Required)

APPLICANT'S REPRESENTATIVE:

☐ Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
(Signature Required)

PROPERTY OWNER(S): ☐ Attach separate sheet if needed.

☐ Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
(Signature Required)

Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			EXISTING USE OF SITE: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
			PROPOSED USE OF SITE: _____

AREA TO BE DEVELOPED (s.f.): _____



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PRE-APPLICATION CONFERENCE – AUTHORIZATION

LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT (A copy of this letter must be submitted for each property owner involved)

I, _____ being duly sworn declare that I am the owner of the property (PROPERTY OWNER) involved in the application. I hereby grant _____ of _____ to act on my behalf.

I certify under penalty of perjury declare that all statements, answers, and information herein submitted is in all respects true and correct to the best of my knowledge and belief.

I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

I further agree that the City of Auburn staff may enter upon the subject property (ies) at any reasonable time to gain familiarity with site conditions and to take photographs and to post public notices, if applicable.

Printed Name

Signature

Date

Address

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for the State of Washington, _____

Residing at _____



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PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST

SITE AND USE INFORMATION – please answer the following:

- ☐ How many access points to the public street does the site have now and how many are proposed under the current application? (**Note: An approved deviation is required from the City Engineer to allow more than one access point.**)

Existing: _____ Proposed: _____

- ☐ **For non-single family residential applications only, please identify:**

The proposed type of construction (i.e., VN, IIN): _____

The proposed size of the largest building: _____

The proposed occupancy of the structures (i.e., “S”, “F”, “H”), if known: _____

Any manufacturing processes proposed:

Will you will be utilizing fire sprinkler systems: ☐ Yes ☐ No ☐ Do not know, but possible

Will you will be storing or using hazardous material: ☐ Yes ☐ No ☐ Do not know, but possible

If yes, type of material to be stored: _____

Please file attached “Owner’s Statement of Intended Use”

WRITTEN MATERIALS – Total of ten (10) copies

- ☐ **A. APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant inclusive of the completed Application Submittal Checklist.
- ☐ **B. WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the changes to the site, structure, landscaping, parking and land use.

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- ☐ **C. \$259.00 APPLICATION FEE** as established by the City Council. Make checks payable to the City of Auburn.

PLANS & GRAPHICS – Total of ten (10) copies

All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. **All plans should be folded to fit a legal size file jacket.**

- ☐ **A. VICINITY MAP** showing parcels, streets, and key physical features (e.g. streams, lakes) within 500 feet on all sides of the proposed development site.
- ☐ **B. PROPOSED CONCEPTUAL SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Below is a list of recommended items to be shown on the Proposed Conceptual Site Plan:
- Proposed name of project (e.g., subdivision or business).
 - Area of the site (acres or square feet).
 - Location of existing public and private utilities, easements, and 100-year floodplain (if known)
 - Environmentally sensitive areas, as defined by Chapter 16.10 (Critical Areas) of the Auburn City Code.
 - Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known).
 - Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
 - Location and dimensions of existing and proposed buildings, structures.
 - Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
 - Location of existing and proposed on-site driveways and off-street parking
 - Location of existing off-site driveways across the street.
 - Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.
 - Location and width of existing and proposed easement for access, drainage, etc.
 - Location of existing and proposed trees and other landscaping to be planted at the site.

- ☐ **C. PROPOSED ARCHITECTURAL ELEVATIONS (if applicable and available)**
- Building height, direction each elevation will face, material elements (if known) and other features.

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SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE: (Attach separate sheet if necessary)

1. _____

2. _____

3. _____

4. _____

PLEASE NOTE BELOW THE NAMES OF CITY STAFF WITH WHOM YOU HAVE ALREADY DISCUSSED THIS PROPOSAL, ESPECIALLY IN RELATION TO THE ABOVE QUESTIONS AND ISSUES:

	STAFF PERSON NAME	DEPARTMENT
1.		
2.		
3.		



Valley Regional Fire Authority

1101 D Street Northeast • Auburn WA 98002-4025 • 253-931-3060

HIGH-PILED COMBUSTIBLE STORAGE OWNER'S STATEMENT OF INTENDED USE

Address: _____ Permit Number: _____
Tenant: _____ Telephone: _____

Owner: _____ Telephone: _____
Address: _____

Gross Building Area: _____ sq. ft. Designated Storage Area: _____ sq. ft.

Will this storage area be accessible to the public? Yes ☐ No ☐

The Valley Regional Fire Authorities review of this project indicates there is the potential for it to be used for high-piled combustible storage as defined by the International Fire Code. If this is the case, special fire protection features may be required above and beyond those specified in the regular building permit plan review.

Please check the appropriate box below, sign and return this form to the Valley Regional Fire Authority at the address listed above. If you have questions, please contact us at (253) 931-3060. If additional fire protection features are required, you will be notified.

☐ This building will not be used for high-piled combustible storage as defined by the International Fire Code:

Storage in piles or on pallets, shelves or racks where the commodity exceeds twelve (12) feet in height, or,

Tires, Group "A" plastics, flammable/combustible liquids, idle pallets or similar high-hazard commodities stacked or stored more than six (6) feet above the floor.

☐ This building will be used for high-piled combustible storage, and will be designed to conform to International Fire Code requirements. A Fire Authority Permit is required for all storage areas more than 500 sq. ft.

NOTE: If you checked this box, the Valley Regional Fire Authority will ask you to provide additional information on the material(s) stored and the method(s) in which they are stored.

☐ This building has no identified tenant at this time. I will notify the tenant that there may be special Fire Authority requirements for high-piled combustible storage, and the tenant will be advised to contact the fire authority for permits prior to occupancy.

Owner's Signature

Date